

Job Description: COUNTY EXTENSION AGENT (AGRICULTURE)

CLASS NO. 3101

EEOC CATEGORY: Professionals

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

Assists county residents with agriculturally-related problems, providing up-to-date research-based information on this subject and developing and coordinating a variety of activities to administer effective extension programs common to agriculture and related fields. Also assists county residents with community development programs, environmental concerns, Youth-At-Risk programs, and financial management programs.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court, District Extension Director, and any other appropriate County Extension Coordinators.
2. Directs: Jointly supervises Secretary (County Extension).
3. Other: Works under the policies and procedures of the Texas Agriculture Extension Service, Texas A&M University, the U. S. Department of Agriculture, and the Commissioners Court. Has frequent contact with a variety of agriculturally-related agencies and organizations, other county employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

Develops, organizes, and plans programs related to agribusiness, horticulture, field crops, community development, home economics, landscape and ornamentals, and 4-H and other youth organizations;

Prepares an annual county plan of work designed to address the current needs of the county and critical issues identified by the Long Range Extension plan in areas of Agriculture, Community Development, and Youth;

Assists in organizing and maintaining a broadly-representative county program-building committee, and assist the program-building committee in gathering, analyzing, and interpreting data, and in developing specific plans;

Serves as a Coordinator of the County Youth Project Show, and works with 4-H youth in developing animal, horticulture, and other projects for shows;

Serves as advisor to various agriculturally-related groups in the county and to individuals upon request;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

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CLASS NO. 3101 (Continued)

Works with county Chambers of Commerce to develop festivals, leadership schools, and public relations for economic development of the county;

Gathers, analyzes, and interprets information about specific situations in the county, obtaining assistance from appropriate specialists and resource patrons as needed;

Identifies, recruits, and trains volunteer leaders for various functions and projects including assisting with selection of projects for shows;

Conducts educational activities through teaching, newsletters, community study groups and services, and the mass media, and prepares and conducts teaching demonstrations on a variety of agricultural issues and topics for various groups;

Disseminates research information to the general public;

Prepares monthly, annual, and special reports;

Participates in regularly scheduled county staff conferences;

Uses appropriate evaluation techniques for significant program activities;

Serves as coordinator of program development and office management, including hiring, training, and evaluating paraprofessional extension personnel;

Assists District Extension Director in developing budgetary needs and budget support;

Maintains complete records of all personnel actions, activities, and reports required by the Equal Employment Opportunity Action Plan of the Texas Agricultural Extension Service and appropriate provisions of the Civil Rights Act, and assists in the development and implementation of EEO Action Plan;

Ensures current inventory of supplies, properties, and equipment is maintained;

Ensures proper use of the penalty mail privilege;

Maintains current copy of the Policy Handbook of the Texas Agricultural Extension Service;

Plans, coordinates, and supervises the work activities of assigned personnel and conducts annual performance reviews of assigned personnel; and

Creates and maintains or oversees the maintenance of accurate office filing systems.

Other Important Duties*

Performs such other related duties as may be assigned.

This job description does not take into account potential reasonable accommodations.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: technical aspects of agricultural methods and techniques; personnel policies and procedures; and budgeting procedures, formats, and controls.

Skill/Ability to: teach and motivate persons of all ages; understand and comply with the policies, philosophy, and procedures of the Texas Agricultural Extension Service; establish and maintain effective working relationships with other county employees, employees of a variety of agriculturally-related agencies and organizations, and the general public; successfully plan and implement program-building and problem-solving techniques; demonstrate proficiency in both oral and written communication (including explaining technical subject matter to nontechnical people); employ successful organizational skills; interpret and project background information into the ongoing program; and interpret situations and adapt the program to the needs of those involved.

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in agriculture, animal science, or a related field (master's degree preferred), plus at least two years of related work experience as an Assistant County Agent;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.